

## Office Memorandum

STATES GOVERNMENT

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TO : Deputy Director of Training (General)

DATE: 30 Apr 53

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period 24-30 April 1953

1. Project 52-8, National Security Presentations. The program which was drafted and sent to the various Deputy Directors for comment several months ago is being re-evaluated and revised.
2. Project 52-37, Collection Manual. A substantial amount of typing has been completed, but Project 53-13 has left little time for further writing.

3. Project 52-19, Revision of CIA Regulation [redacted] Form to accompany CIA Regulation [redacted] on Training at Non-CIA Facilities referred to S/PP in draft form for final review prior to publication. Form, with suggested minor changes, was transmitted to Support Staff on 27 April. [redacted] advises that DD/P comments on Regulation, which were due 27 April, have not yet been received. All other comments and concurrences are in, and S/PP has made some revisions in the Regulation to meet comments of other Offices. Further action on this Regulation held up pending receipt of DD/P comments. [redacted] will check up.

Project 52-68, Active Duty Mobilization Training of G-2 Designees With CIA. The AD/OO and the AD/ORR have confirmed by memo the informal agreements to provide desk assignments for the four G-2 reserve officers who will report on 4 May to serve a fifteen-day tour of active duty with CIA. [redacted] ONE, has agreed to provide a desk assignment for Capt. [redacted] who will not report for his active duty tour until 18 May. This project has been coordinated with the TLO's of O/O, ORR, and ONE, with the Chief, Military Personnel Division, and with the Chief, Orientation and Briefing Division.

Project 52-71, Revisions of CIA Regulations [redacted]. Revised versions of Regulations on Training at Department of Defense Schools and Colleges and Lecture Attendance at same, forwarded to front office for review and approval prior to transmittal to [redacted] (Lecture Attendance) approved by D/TR and forwarded this date.

Project 53-5, CIA Regulation on Clerical Training. CIA Regulation on Clerical Training coordinated with [redacted] transmitted to [redacted] of Personnel for comment on personnel functions. His comments are due by close of business Friday. Regulation will then be forwarded to front office for review and approval.

Project 53-11, CIA Regulation on Processing of Personnel into the Armed Forces. CIA Regulation on Processing of Personnel into the Armed Forces coordinated with [redacted] Regulation is now being revised in the light of their recommendations and comments, prior to presentation to DD/TR(G) and D/TR for review and approval.

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BOX NO. [redacted] FLD NO. [redacted] DOC NO. 23 NO CHANGE  
 IN CLASS/ [redacted] CLASS CHANGED [redacted] RET. JUST. 22  
 NEXT REV DATE 89 REV DATE 6/19/54 REVIEW TYPE DOC. 02  
 NO. PCS 2 CREATION DATE [redacted] ORG COMP II OR III ORG CLASS 5  
 REV CLASS C REV COORD. AUTH. [redacted]

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8. Project 53-13, Glossary of Intelligence Terminology. In conference on behalf of ITD, [redacted] who prepared its glossary draft, has given general endorsement to the S/PP draft. Taking account of her few suggestions, the several alterations proposed by DD/TR(G), and numerous details worked out in S/PP, a general revision has been completed. Typing is now in process. As soon as this is completed, Chief, S/PP, will confer with [redacted] of the DD/P Executive Secretariat, concerning circulation among non-DD/P personnel of a glossary that contains numerous terms pertinent to clandestine operations. Meanwhile, at the direction of D/TR, he is conferring with [redacted] Chief, Training Development Staff, TR(S), concerning TR(S) participation in preparation of the glossary.
9. Project 53-22, Training for Employees of IAC Agencies. The Department of State has submitted the names of two candidates for the BIC. The Chief, Security Control Staff, has been requested to outline the necessary procedures to be followed by IAC candidates who will be considered for the course. ~~A memo on the security procedures is being prepared for our guidance.~~
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10. Project 53-23, Development of New Language and Area Programs. Mr. How- [redacted] reported that because of friction which has developed between the Far Eastern Institute [redacted]
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11. Project 53-25, 1954 Budget. The series of references developed by S/PP for use by the various Offices of the Agency in the preparation of their statement of training requirements for Fy 1954 and Fy 1955 have been coordinated with old hands in TR(G), Support Staff, and with selected Training Liaison Officers. The final revised package has been prepared with covering memo, approved and signed by D/TR, and transmitted to Training Aids Branch for reproduction, this date. The package should hit the streets by late next week, which will give the Offices three weeks for the preparation of their statements.
12. Project 53-27, OTR Certificate of Completion. A survey of the various divisions is being conducted to determine the need and desirability of OTR issuing a standard certificate of completion for OTR-sponsored training programs. The Training Aids Branch has been requested to design a sample certificate which might be adopted for this purpose.
13. The following projects are in process:
- Project 53-1, CIA Regulation on Language Training.  
Project 53-6, CIA Regulation on Management Training.  
Project 53-7, CIA Regulation on Junior Officer Program.

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